



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9216
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October 4, 2007

Dr. Kristen Rogers, Ph.D., Assistant Researcher of Pediatrics
Regents of the University of California, Davis
3300 Stockton Boulevard
Sacramento, California 95820

Dear Dr. Rogers:

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Drug Endangered Children (DEC) Database Development, Coordination, and Technical Assistance (UD) Program Request for Application (RFA). This RFA is comprised solely of federal Children's Justice Act (CJA) funds for specific activities. This document is designed to be interactive electronically with fillable forms which are available on the OES website in "Forms" at www.oes.ca.gov. Users need to use Adobe Reader 7.0 or 8.0 (free software) in order to access and save the text of their completed forms. A link to Adobe is provided at the bottom of the "Forms" pages.

The project currently funded, Regents of the University of California, Davis, is the only project eligible to receive funding under the DEC Database Development, Coordination, and Technical Assistance Program. The RFA is being e-mailed to you, the Project Director. It will also be posted to the OES website at www.oes.ca.gov, under OES Divisions and Regions, Law Enforcement and Victim Services Division, Requests for Application (RFA) Funding Information.

The grant period will begin January 1, 2008 and end December 31, 2008. The total amount of CJA funds available for the program's Federal Fiscal Year (FFY) 2007/08 is anticipated to be \$100,000. Please note that funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding for calendar year 2008, you must return the completed application by **Friday, November 9, 2007**. Instructions for mailing the application are included in the RFA.

Should you have questions, please contact Barbara Tanner, Program Specialist, at (916) 324-9197 or by e-mail at barbara.tanner@oes.ca.gov.

Sincerely,

ANN MIZOGUCHI, LCSW
Victim Services Branch Chief

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DRUG ENDANGERED CHILDREN DATABASE DEVELOPMENT, COORDINATION,
AND TECHNICAL ASSISTANCE PROGRAM (UD)**

REQUEST FOR APPLICATION

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- III. FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select "Forms", **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

[GRANT AWARD FACE SHEET AND INSTRUCTIONS](#)

[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#)

[SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#)

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET –

BUDGET FORMS (Excel spreadsheet format) – b. Without Match-

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

PROJECT SUMMARY

NON-COMPETITIVE BID JUSTIFICATION(If applicable)

NONCOMPETITIVE BID REQUEST(If applicable)

OUT OF STATE TRAVEL REQUEST (If applicable)

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES (If applicable)

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DRUG ENDANGERED CHILDREN DATABASE DEVELOPMENT,
COORDINATION, AND TECHNICAL ASSISTANCE PROGRAM (UD)**

REQUEST FOR APPLICATION

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbooks."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person:

Barbara Tanner, Program Specialist
Phone: (916) 324-9197
Fax: (916) 327-5674
E-mail: barbara.tanner@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, November 9, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: (UD) DEC DATABASE PROGRAM,
Barbara Tanner, Victim Justice Section

2. Hand delivered by **5:00 p.m. on Friday November 9, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: (UD) DEC DATABASE PROGRAM,
Barbara Tanner, Victim Justice Section

D. ELIGIBILITY

For purposes of this RFA, The Regents of the University of California, Davis is the only project eligible to apply.

E. FUNDS

The DEC Database Program (UD) is funded by federal Children's Justice Act (CJA) monies allocated to The Regents of the University of California.

F. CHILDREN'S JUSTICE ACT PROGRAM INFORMATION

The UD Program is funded with federal Children's Justice Act monies. CJA is supported by the Federal Crime Victim's Fund, from fines and fees from defendants convicted of federal crimes. The Crime Victim's Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants are awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended, October 3, 1996. Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multi-disciplinary task force on children's justice issues.

OES is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systemic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported dozens of programs throughout California, several of which have resulting in sustainable improvements in the system's response to child abuse. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases.

Recipients must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.

The CJA Task Force is a requirement for California's eligibility to receive the federal funds. This Task Force is comprised of professionals throughout California who have experience, knowledge and expertise in the areas of criminal justice and child abuse, including investigation of child physical abuse, child neglect, child sexual abuse and exploitation, child maltreatment-related fatalities, and disabilities. The Task Force is responsible for making policy, program, and training recommendations to the State regarding improvements and reform to the way suspected child abuse cases are handled.

G. DEC DATABASE DEVELOPMENT PROGRAM INFORMATION

Once fully operational, the DEC Database Development Program information will include aggregate data within participating counties on:

- The percentage of children testing positive for illegal drugs as a result of the exposure;
- Social services' outcomes, including placement and long term care;
- Criminal justice outcomes;
- Medical outcomes; and when possible
- Development/behavioral outcomes.

This data does not represent a longitudinal study of individual DEC children within these counties. Instead it will gather aggregate data on the numbers of children receiving services, the nature of the services, outcomes, and the court actions of offending parents. A description of each of the program activities for the UD second fiscal year is included within this RFA in Part II, Section A: Project Narrative.

H. PREPARING AN APPLICATION

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide an original and one copy of the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Completed Signature Authorization;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DRUG ENDANGERED CHILDREN DATABASE DEVELOPMENT,
COORDINATION, AND TECHNICAL ASSISTANCE PROGRAM (UD)**

REQUEST FOR APPLICATION

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The problem statement was completed in the first year. Please indicate any changes. Otherwise, a short summary addressing the problem as it exists in this funding year will suffice.

2. Plan and Implementation

Plan:

Describe how each of the program components will be addressed, including a specific plan and timeline for accomplishing each of the objectives and program activities. Include a statement describing the documentation procedures, and/or benchmark measurements used to demonstrate the objective has been achieved.

Objectives and Activities:

Objective 1: Working Group

An outcome noted on the first year, progress report was that the face to face meetings for the workgroups were discontinued. The group was better able to attend

phone meetings. The working group's task has been to determine specific data fields to be built into the dataset, and the reporting instrument to be used in conjunction with the database. Describe how the workgroup will be available for consultation on discipline specific issues as needed during database implementation.

Objective 2: Database

In the 2007 grant year progress report, the DEC Database Program (UD) reported that a pilot database was operational in August 2007. Data collection for the final database will begin by December 31, 2007. Describe how the UD program will use sample data from the pilot project, to begin testing and perfecting database functions. Basic reports for users should be operational by the first half of the second year.

Objective 3: Security

Higher level security issues:

- 1) If medical information is gathered, the recipient's assurance that either HIPAA guidelines are met, or HIPAA does not apply to this data.
- 2) As the DEC database will capture information of a confidential nature, the recipient shall provide a description of the security measures to protect the data and the database. Some examples are passwords that expire, internet protocol address recognition means, or the university firewall.

Remote security issues:

The recipient shall maintain information about pilot County sites and provide in the first progress report due June 30, 2007:

- 1) The physical location of the computers in the pilot remote sites.
- 2) The persons in the remote sites who will have access to the database itself.
- 3) A statement that the recipient has verified that the pilot agencies' firewalls will allow them to access the developed database.

Objective 4: Rationale

The recipient shall address the potential use for the information gathered. Some of the questions to be considered are:

- 1) How data may be used by participating counties.
- 2) How data may be used to reduce systemic trauma to children who are victims of child abuse, sexual abuse, or exploitation.

Objective 5: Training & Technical Assistance

It is anticipated that the initial training needs will have been met within the first year grant period. Describe how the five counties will receive technical assistance or other anticipated assistance needs resulting from the pilot database and the website.

Objective 6: Reporting

The grantee will submit to OES, all data captured and disseminated to the Counties in their quarterly reports. OES would prefer to receive these data downloads in an electronic file formats: .xls, .csv, or .txt . Please submit both the compiled statistics and individual lines of data to the OES Program Specialist.

This data, under Section 5300 of the Recipient Handbook, is to be considered “work made for hire” as defined under Title 17 USC Section 101. With regard to any “work made for hire,” OES owns all rights comprised in the copyright and therefore, OES reserves a royalty-free, non exclusive and irrevocable license to reproduce, publish and use such materials, in whole or in part, and to authorize others to do so.

B. PROJECT BUDGET

1. Budget Narrative

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select “*Recipient Handbooks*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

2. Specific Budget Categories

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and

- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items

directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Because this is an ongoing RFA, it is anticipated that equipment needs would have been met in prior funding cycles. If equipment is necessary, please explain in Budget Narrative.

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Summary
- Noncompetitive Bid Request (If applicable)
- Out of State Travel Request, OES 700 (If applicable)
- Computer and Automated Systems Purchase Justification Guidelines (If applicable)